

A SURVEY OF THE ERSKINE RAMSAY LIBRARY OF
MILES COLLEGE, BIRMINGHAM, ALABAMA

A THESIS
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CHAPTER I

INTRODUCTION

It is generally agreed that the library is an integral and indispensable part of the good modern college. As manifested in American colleges, the primary functions of the library are to acquire, preserve, and to make available the printed materials needed for the instructional purposes of the college. Changes in the instructional program call for corresponding and necessary changes in the organization of the library.¹

Purpose and Significance

This survey of the Erskine Ramsay Library of Miles College was made in order to evaluate the college's educational program in terms of library service needs, and the efficiency of these services in covering the needs. It should serve to show the strong and weak points of the library, to ascertain to what extent it is contributing to the college program and to aid in formulating a program for the future development of the library. Much that has been achieved may be definitely worth while and may be of permanent value, yet there will always be need for re-appraisal and a fresh

¹Guy R. Lyle, The Administration of the College Library (New York: H. W. Wilson Company, 1949), p. 575.

examination of library services in relation to the needs of the college.¹ It is hoped that the study will be of value to those concerned for the suggestions it offers and the ideas it evokes; that it will be of value to the college library as a guide in rounding out its collection, and will serve to further stimulate faculty and student interest in the use of the library.

The philosophy of the college and that of the library were studied in an attempt to determine the primary objectives and functions of the library. The study covers all aspects of library service under three specific divisions: (1) administration and organization; (2) materials collection; and (3) use of library materials.

Methodology

The methods used in collecting data for the study included a three-day visit to the College to observe library practices and services.

In addition to interviewing the College President, and the library staff checks were made of the library's holdings against special lists which gave some idea of the strengths and weaknesses of the collections in terms of these standard lists.

The Library Score Card¹ and The Classification and Pay

¹Ibid., p. 576.

² American Library Association, The Library Score Card (Chicago: American Library Association, 1950).

Plans for Institutions of Higher Education¹ were used as guides in determining areas in which the Library was weak, strong or average. The College's service unit load was determined according to the plans set forth by The Library Score Card and the Classification and Pay Plans for Institutions of Higher Education; thus determining the class of the College. The size of the book collection, staff, services and the physical plant were measured using the standards set up in these two guides. An evaluation was made of the Library's holdings, qualitatively and quantitatively. A thorough study was also made of the Library's records and reports. In examining the shelf-list, the copyright dates in all general books in the sciences, history, travel, biography, and fiction were checked for recency of dates, as well as to determine the library's holdings in these subject areas. The Classified List of Reference Books and Periodicals for College Libraries² was used as a guide to evaluate holdings of reference books and periodicals. Cheney's List of Recent Reference Books³ was also used for the purpose of checking up-to-dateness of reference books.

¹American Library Association, Classification and Pay Plans for Institutions of Higher Education (Chicago: American Library Association, 1943).

²Southern Association of Colleges and Secondary Schools, The Classified List of Reference Books and Periodicals for College Libraries (Birmingham: The Association, 1947).

³Frances Cheney, List of Current Reference Books Found in Wilson Library Bulletin, Compiled at the Atlanta University School of Library Service, 1953.

History of Miles College

Miles College, in the City of Birmingham, Alabama, is a co-educational institution. It is the result of early efforts put forth in Alabama by the Colored Methodist Episcopal Church to establish an educational institution of collegiate rank. At the close of the nineteenth century the Colored Methodist Episcopal Church held two conferences in the state of Alabama. One was known as the Alabama Conference and the other was known as the North Alabama Conference. Each Conference made an effort to build a high school. For some years each of these church conferences operated separate and distinct high schools. One was located at Thomasville, Alabama and was established in 1898. The other high school was located at Booker City (now Docena) and was established in 1902. Miles College was developed from the high school which was in Booker City. The Thomasville high school served as a feeder for the College. In a sense, Miles College may be considered a merger of the two schools.¹

In the spring of 1907, the Board of Trustees decided to extend the scope of Miles' influence and work; and acting upon this decision they exchanged the site at Booker City for the present one, consisting of thirty acres, situated in the western limits of Birmingham. Here were erected a brick

¹Miles College Bulletin (Birmingham: Catalogue Edition, 1953), p. 13.

building and one or more frame buildings. The work of the college was begun in the fall of 1907. In 1908 the organization was completed and chartered under the laws of the State of Alabama as Miles Memorial College, named in honor of Bishop William H. Miles. In 1941, by vote of the Board of Trustees, the name of the institution was changed to Miles College.¹

The college has had eight presidents serving in the order named: James A. Bray, 1907-1912; William A. Bell, 1912-1913; John Wesley Gilbert, 1913-1914; George A. Paine, 1914-1918; Robert T. Brown, 1918-1922; George L. Word, 1922-1926; Mack P. Burley, 1926-1931; Brooks Dickens, 1931-1936; William A. Bell, again from 1936 to date.

From the beginning, the College had the constant financial and advisory aid of the Methodist Episcopal Church, South. Under the Methodist Union this assistance has been continued. In all respects as to service and enrollment the institution is non-denominational. At present the student body is about evenly divided between Baptists and Methodists with a small number representing other religious denominations and faiths.

Aims and Objectives

As a small liberal arts and church related college Miles College undertakes to achieve in the training of its

¹Ibid.

students and in its service to the community the following objectives or purposes:

1. To train teachers, particularly for work in the elementary and secondary schools according to the specific curriculum requirements as outlined by the Department of Education of the State of Alabama.

2. To conduct a liberal arts college that shall by its curriculum, its instruction and its various auxiliary services train and develop its students in the following ways:

- a) For leadership.
- b) For the additional training that may be necessary for their successful service in the various professions.
- c) To develop Christian character and inspire to Christian service.
- d) By discipline and essential educational processes to cultivate taste and refinement, and to promote the aesthetic training that achieves what we conceive to be culture.
- e) To prepare the students for citizenship - for life - to the end that they shall participate fully and efficiently in the use of their opportunities and privileges and shall satisfactorily discharge the duties and responsibilities of citizenship in our American democracy.
- f) To provide fundamental training for the efficient and successful conduct of business enterprises, especially small businesses in view of the many openings and opportunities for such services in the general area of the location of the college.
- g) To give at least such basic training as possible for employment in the many industries of the area as semi-skilled and skilled workers.

3. To provide training for preachers and church workers on the non-technical level of their work. That is, to give

training in the basic essentials without attempting the conduct of what is ordinarily set out as seminary courses.

4. To increase as rapidly as resources will permit, the vocational and occupational training opportunities now available so as to afford larger major concentration in these fields.

5. To serve the community in whatever desirable ways it can in addition to the services outlined.¹

Board of Trustees

Miles College is under the control of an interracial Board of Trustees of eighteen elective members and a non-voting chairman who is by virtue of his office the Bishop of the North Alabama area of the Colored Methodist Episcopal Church. The Bishop and the president of the college are Ex-Officio members of the Board.

Curriculum

The curriculum of the senior college leads to the degree of Bachelor of Arts and Bachelor of Science, built on fifteen units of secondary work. Those students who plan to enter medical, dental, or pharmaceutical schools find in the senior college a curriculum organized so as to meet their needs. There are also courses designed for students who wish to enter the ministry or do special work in religious education. The

¹Ibid., p. 14.

College is primarily engaged in the education of elementary and secondary teachers and meets the requirements of the Alabama State Department of Education, and the Southern Association of Colleges and Secondary Schools.

Enrollment

The student enrollment is made up almost entirely of students from Birmingham and the surrounding area. Seven-hundred-twenty-four students enrolled in the winter session of 1953-54, and 329 in the summer session of 1953.

Faculty

There are 41 faculty members at Miles College; two of these hold the Ph.D. degree and two have completed course requirements for the same. The others have master's degrees and have done some study beyond this level.

CHAPTER II

ADMINISTRATION AND ORGANIZATION

The Library has always been the unit which has collected, preserved, and administered the books of the college. But the purposes for which books are collected, preserved and administered have changed, and with this change has come a corresponding and necessary change in the organization of the library, in the demands upon its physical plant and its staff, in the qualifications of the librarian, and in the cost of maintenance.¹

Organization plays an important role in any college library, but this is especially true of the small college library where student library assistants' services are used to a great extent.

According to the American Library Association's Classification and Pay Plans for Libraries in Institutions of Higher Education,² the service unit load establishes the class of the library. To establish the library's service unit load, a count is made of the number of students and faculty members,

¹William Randall, Principles of College Library Administration (2d ed., Chicago: American Library Association, 1941), p. 219.

²American Library Association, Classification and Pay Plans for Institutions of Higher Education, op. cit.

both full-time and part-time. Each underclass, freshman and sophomore, other than honors student equals one unit; each upperclass student, junior and senior, other than honors student equals two units; each honors student, three units; each graduate student four units and each faculty member five units. The library's service load is the total of these units.

Miles College in 1953-54 had an enrollment of 724 students. Included in this number were 253 freshmen, 138 sophomores, 152 juniors, 181 seniors and 329 summer school students. There were 41 faculty members. The Erskine Ramsay Library according to the American Library Association's plan for determining service units has 1,920 units which rates it as a small library in Class 3.¹

The Library Staff

The American Library Association recommends that there should be in addition to the head librarian, three professional assistants for the first 800 service load units plus one professional assistant for each additional 500 units or major fraction thereof. According to this recommendation a college library with 1,920 service units should have in addition to the head librarian five professional librarians, a clerical assistant and student assistants enough so that not more than 60 per cent or 40 per cent of the total should be clerical or

¹American Library Association, Classification and Pay Plans for Institutions of Higher Education, op. cit., p. 5.

student service.¹

During the academic year 1953-54, the staff of the Erskine Ramsay Library was composed of the head librarian, an assistant librarian, a clerical assistant, six student assistants and a full-time janitor. The head librarian and assistant librarian both hold master's degrees in library science from a library school accredited by the Board of Education for Librarianship of the American Library Association. The clerical assistant is a college graduate, with a major in business education.

The Erskine Ramsay Library does not meet the standards set up by the American Library Association. To do so would require four additional professional librarians and two additional student assistants.

Duties of Staff.-- The policies of the Erskine Ramsay Library are found in the staff manual. The head librarian supervises the over-all operations of the Library and its activities. She works with other members of the staff in developing policies and procedures, prepares recommendations for the budget, issues an annual report to the President of the College, prepares work and time schedules for the library staff and supervises and assists in classifying and cataloging materials. In addition, the librarian renders reference

¹Ibid.

service and is responsible for book selection and order work. She also holds conferences with administrative officers, faculty members and students, and assists faculty members in the compilation of bibliographies or book lists.

The assistant librarian helps the head librarian in developing the plans formulated for improved library service. Her primary responsibility is circulation. She compiles daily circulation statistics, a monthly summary of the books circulated and cataloged, and a quarterly report of fines collected and disbursed. She supervises more directly the clerical assistant and all student assistants, and handles clerical routines such as over-due and fine notices. She works with the head librarian on staff schedules, and presides at staff meetings during the absence of the head librarian, assists in classifying and cataloging books and library materials, and in the preparation of publicity releases, for exhibits, special bulletins, and for the college catalog.

The clerical assistant handles the secretarial work in the Library and works under the direct supervision of the assistant librarian. She files incoming and outgoing mail and acts as first filer of all catalog cards. She also arranges periodicals in the Periodical Room and orders printed catalog cards and other library supplies.

In addition to carrying on their respective duties, each staff member shares the responsibility of the circulation desk during rush hours.

The student assistants are selected by the head

librarian and the faculty student-aid committee on the basis of their need, scholarship and interest. They assist in the Library with whatever duties are assigned to them by the librarian or her assistant. Their specific duties are to:

1. Shelve books.
2. Systematically read shelves.
3. Dust books.
4. Attend the circulation desk.
5. Bring mail to the Library.
6. Make simple repairs on damaged books, (after they have been instructed).
7. Assemble and prepare sets of periodicals or worn books to be sent to the bindery.
8. Act as first filer of catalog cards.
9. Assist in typing, filing, arranging periodicals, books and other library materials.

During the regular school year, the Library is open from 8:30 A.M. to 4:30 P.M. from Monday through Friday and is closed on Saturday. It is closed for chapel on Monday, Wednesday and Friday from 10:30 A.M. to 11:30 A.M., and on holidays observed by the College.

During the summer session, the Library is open from 7:30 A.M. to 2:30 P.M. from Monday through Saturday.

According to the American Library Association, a Class 3 Degree-conferring Four-year Institution library should

be opened for service a minimum of 50 hours a week.¹ The Erskine Ramsay Library does not meet this requirement as it is open only 40 hours a week.

Status and compensation.-- The professional members of the Erskine Ramsay Library staff enjoy faculty rank. They are required to attend all faculty meetings and are appointed to serve on the various College committees.

According to the standards set up by the American Library Association, the head librarian should receive a minimum salary of \$4,800 per year.² According to its Cost of Living Adjusted Scale, adopted February 3, 1951, the minimum salary should be \$6,590 per year.³

The Erskine Ramsay Library as a Class 3 library, should not have less than \$25,454 for its salary budget but the total salary budget for the staff for the 1953-54 school year was \$10,000.00.

Faculty members and librarians are paid for working nine months and get extra compensation for summer work. Professors' salaries for nine months range from \$3,330.00 to \$4,800.00 plus. Knowledge of the specific salaries of the

¹American Library Association. Board of Personnel Administration, Classification and Pay Plans for Libraries in Institutions of Higher Education; Degree-Confering Four-Year Institutions (Chicago: American Library Association, 1947).

²"Cost of Living Adjusted Salary Scale." American Library Association Bulletin, XLVI (March, 1951), 102.

³"Cost of Living Adjusted Salary Scale." American Library Association Bulletin, op. cit., p. 102.

library staff was not available, however, the librarian is classified as a professor and the assistant librarian as an assistant professor and their salaries equal those paid to faculty members of equal rank, education and experience. These salaries fail to meet the minimum standards of the American Library Association.

Students assistants are paid at the rate of 25 cents per hour and they work from eight to 10 hours per week.

Vacations and leaves.-- The professional staff works on a nine-month basis. There is no vacation with pay except for working legal holidays. Upon application, the members of the professional staff are granted leaves of absence for study. This is encouraged and assistance is given by the administration to secure scholarship and fellowship aid.

Faculty-Library Committee

The seven instructors of the Faculty-Library Committee are appointed by the President for usually a one-year period. The faculty membership constitutes equal divisional representation, and serves in an advisory capacity. Meetings are held once a month.

Library Club.-- A student library club was organized in December 1952. The major objectives of the club are: (1) to deepen the students' appreciation of the college library, (2) to gain a wider perspective of the universe through the use of the library, (3) to create an interest in the reading of good books; (4) to provide a social atmosphere favorable

to intellectual entertainment and (5) to stimulate an interest in the field of library service as a profession. The activities of the club are varied and are designed to reach the interests of all students. These activities include book reviews, chapel programs, discussion groups and visits to other libraries and museums.

In September 1954, the club became a formal extra-curricular organization, with the head librarian and assistant librarian acting as sponsors. It meets regularly at 10:30 A.M., each Tuesday in the Seminar Room of the Library. Any student in the College may become a member.¹

Acquisition and Cataloging

The Erskine Ramsay Library is a small library and does not have a separate acquisitions and cataloging department. This work is handled by the librarian with the assistance of other staff members.

The procedure for acquisitioning books after they are selected follows a regular routine. The order cards received by the Librarian are checked against the holdings of the Library to see if they are already owned by the Library; checked against the "orders-out file" to see if they have already been ordered and checked against the shelves in the cataloging department to see if they are being prepared for circulation.

¹Miles College. Erskine Ramsay Library. Library Club Records, 1953-1954.

A desiderata file of books to be purchased for the Library is kept up-to-date. Order cards for these books are filed alphabetically in the "Order file".

The Dewey Decimal Classification Scheme is used for the classification of books but the periodicals are not classified. The author numbers are assigned from C. A. Cutter's Alphabetic-Order Table.

The professional staff carries on the technical operations of cataloging and classification, the clerical assistant handles the mechanical preparation of materials for the shelves, and the typing and filing of catalog cards. The cataloging is arranged in accordance to the Library of Congress Rules for Descriptive Cataloging¹ and the American Library Association Cataloging Rules for Author and Title Entries.² Usually four Library of Congress cards are ordered for each book: the main entry, or author card, the title card, the subject card and the shelf-list card. Other cards are used if required. Joint author entries are used very sparingly and illustrator or compiler entries are seldom used.

The letter "R" is used in the call number to indicate a reference book. The letter "N" is used to indicate that a

¹Library of Congress, Rules for Descriptive Cataloging in the Library of Congress (Washington: U. S. Government Printing Office, 1949).

²American Library Association, Cataloging Rules for Author and Title Entries (2d ed., Chicago: American Library Association, 1949).

book is by or about the Negro and it is shelved according to its classification without regard for the letter "N". Fiction books are indicated by the abbreviation, "Fic" over the Cutter Number.

Circulation

Circulation is that phase of library work which has to do, not only with the delivery of reading matter to the library patrons, but also with advice on the selection of books, and instruction in the use of the card catalog and other library facilities.

Everyone connected with the Erskine Ramsay Library staff performs the functions of circulation work. These functions include securing books requested by patrons, assisting students in using the card catalog, helping readers to find information, and interpreting the library to all of its users. The library is equipped with various tools such as Library Handbook for Students¹ and How to Use the Library² booklets, which give additional information to inquirers.

The Erskine Ramsay Library has two types of card catalogs: (1) The general collection catalog which indicates what books the library has in its general collection; these books are circulated for fourteen days. (2) The reserve book catalog, a divided catalog, which indicates the titles in the

¹Miles College. Library Handbook for Students, 1953-1954.

²"How to Use the Library" (Syracuse, New York: Gaylord Brothers, 1951).

Library's reserve collection; these books are circulated for overnight use as requested by members of the faculty. Books from this collection are circulated at 3:00 P.M. daily for overnight use and must be returned prior to 9:30 A.M.

Physical Quarters and Facilities

The library is located on the far north side of the Miles College campus and is easily accessible to students and faculty. This building was named in honor of Erskine Ramsay, a Birmingham philanthropist and donor. It is a one-story, non-fire proof, brick veneer building. The entrance of the Library leads into the lobby. Upon entering the lobby one approaches the circulation desk which is adequate in regard to working space for the staff. Near the circulation desk and to the right of the entrance is the card catalog and exhibits explaining the arrangement of cards in the catalog, the library's classification scheme and the procedure for checking out books.

To the left of the lobby is a large reading and reference room 24 feet by 72 feet. It has 13 windows which provide natural light. This room is equipped with 22 tables and chairs of light oak to accomodate 88 persons. It also has shelf space for approximately 3,140 books, a large clock, one display cabinet, a desk, a pegboard displayer with fixtures, three dictionary stands that can be rolled to any part of the room, and a janitor's closet with running water and sufficient space for janitorial supplies. To the right of the lobby is

the periodical and seminar room which is 24 feet by 36 feet. This room has eight windows and on each side of the windows are small growing plants that give a cheery brightness to the room. There are 10 tables in the periodical room and chairs to accomodate 40 people at the tables, one service desk and chair and a "nook" with two revolving chairs of green and black and a coffee table. There are shelves here that will hold about 1,480 bound and unbound periodicals.

In the closed stack room, which is 24 feet by 36 feet, there are adjustable shelves which will hold about 1,250 books. Here are four tables and chairs to seat 16 persons. In this room are the unbound periodicals, back issues of all newspapers and fiction books. Behind the circulation desk are open stacks with adjustable shelves that will hold approximately 9,130 books. The Library at present has 12,587 books and there is sufficient shelf space in the building for 7,000 more books. Underneath the circulation desk are shelves for 32 current magazines.

The librarian's office is 24 feet by 36 feet and has a desk, chair, typewriter, typewriting table, three steel file cabinets, shelves that hold approximately 200 books and three large closed cabinets. There are four windows with draperies.

The assistant librarian's office is 24 feet by 36 feet. It contains two desks, one for the assistant librarian and one for the clerical assistant. There are four windows and shelving space for 250 books. This room is also used as the

cataloging and work room and is equipped with typewriters, three chairs and two stools which make for a crowded situation.

According to the librarian, the building is comfortably heated by gas in the winter. Because of the many windows (40 in all) throughout the building it is cool in the summer. There is no telephone in the Library.

The lighting throughout the building is poor. The walls are light green with cream colored ceilings and the floor covering is of light brown linoleum.

Budget.-- The head librarian makes to the College President the budget report which is based upon the total amount of money needed for the coming year. The librarian, however, does not know the exact amount of money that it to be allocated to the Library. After the book order list is sent to the President he approves the list in terms of the amount of money that he has available for such purposes. According to the President's office the Library budget for 1953-1954 was \$18,000.00 exclusive of salaries. For each of the two preceeding years it was only \$6,500.00 (see Table 1).

TABLE 1

LIBRARY EXPENDITURES, 1951-1954

Year	Amount Spent
1951-1952	\$ 6,500
1952-1953	6,500
1953-1954	18,000

During the school year 1953-1954, \$17,000 was spent for books and periodicals, and \$500.00 for the binding of periodicals. No records were available for amount spent on books and materials before 1951-1952. This information was not available from the Librarian's office.

A library rated as Class 3 should spend, according to the Classification and Pay Plans for Institutions of Higher Education,¹ \$15,360 for books, periodicals and binding each year. Thus only during the year, 1953-1954, did the Library meet American Library Association recommendations relative to financial support.

Records and Reports

The smooth and systematic keeping of records is important in any college library. The Erskine Ramsay Library's records include daily, monthly, quarterly, and annual circulation statistics, inter-library loan records, lists of gifts, order file, serials file, accession and inventory records. The librarian submits an annual report to the President.

Publicity

Permanent exhibits on the use of the card catalog and on the Dewey Decimal System are placed near the circulation desk to serve as visual aids to library users. The most effective medium of interpreting the library to the college has

¹American Library Association, Classification and Pay Plans for Institutions of Higher Education, op. cit., p. 5.

been through the Newsletter which is a mimeographed publication issued quarterly. It usually includes a book review, circulation statistics, titles of the most widely circulated books, tips on how to use the Library, news about staff activities and the Library Club, library exhibits, names of visitors and a complete list of the recent acquisitions. Moving pictures are also shown twice a year at chapel time to acquaint students with the library. During 1953-1954, "Contact With Books," a film released from the Extension Division of University of Illinois was shown in September and, "Freedom to Read" from Columbia University was shown in January. Publicity is occasionally given to local newspapers and to the college's weekly calendar and yearbook. Invitations are also extended to extra-curricular clubs to sponsor exhibits in the Library.

Bulletin board displays and posters are arranged each month to call attention to materials for circulation in the different subject areas.

Summary

The Erskine Ramsay Library ranks as a Class 3 library when measured by the American Library Association's recommendations.

During the academic year 1953-1954, the staff of the Library was composed of the head librarian, a professional assistant librarian, a clerical assistant, six student assistants and a full time janitor. The American Library Association

recommends, for a Class 3 library with 1,920 service units, in addition to the head librarian, five professional assistants, a clerical assistant and eight student assistants.

During the regular school year the Library is open 40 hours a week. According to standards it should be opened for service a minimum of 50 hours a week.

The professional staff works on a nine-month basis, and is paid extra for summer school work. There is no vacation with pay except for legal holidays.

The seven instructors of the Faculty-Library Committee are appointed by the President for usually a one-year period. Meetings are held once a month and the Committee functions in an advisory capacity.

A student library club was organized in December 1952; it serves to develop appreciation among students for the Library, to stimulate an interest in reading good books and to arouse an interest in librarianship as a career.

The Library does not have a separate acquisition and cataloging department. The Dewey Decimal Classification Scheme is used for the classification of books. The periodicals are not classified. The cataloging is arranged in accordance to the Library of Congress Rules for Descriptive Cataloging and the American Library Association Cataloging Rules for Author and Title Entries.

Everyone connected with the Erskine Ramsay Library staff at some time serves at the circulation desk. There are two types of card catalogs: (1) the general collection catalog

and (2) the reserve book catalog.

The location of the Library makes it easily accessible to students and faculty. The rather spacious reading and reference room and periodical and seminar rooms are equipped with sufficient tables and chairs to accomodate the present enrollment. There is a janitor's closet with running water and adequate rest room facilities. The building is reported to be comfortably heated by gas in winter and because of the many windows it is reasonably cool in summer. There is no telephone in the Library and the lighting throughout the building is rather poor.

The librarian's office is adequate in size and is sufficiently equipped with desk, chairs, typewriter, table and steel file cabinets. There are four windows with draperies.

The assistant librarian's office contains two desks, two typewriters, chairs, stools and shelving space for 250 books. This room is shared by the clerical assistant and is also used as the cataloging and work room.

The librarian does not know the exact amount of money allocated to the library; this is a major handicap in her planning program.

The Erskine Ramsay Library records include daily, monthly, quarterly, and annual circulation statistics, inter-library loan records, list of gifts, order file, accession and inventory records.

Publicity for the Library is through a Newsletter,

exhibits, bulletin board displays, posters and moving pictures on the use and value of libraries.

CHAPTER III

MATERIALS COLLECTION

General Book Collection

A discussion of the materials collection of the Erskine Ramsay Library of Miles College includes the general book collection, reference works, periodicals, government publications, pamphlets, audio-visual aids, maps and music.

The correct approach to all questions concerning the book collection and the amount of money to be expended for it is undoubtedly from the side of actual title content. Not how many books but what books, or books for what purposes, is the question which must be asked and answered.¹

According to William Randall, the habit of measuring the supposed effectiveness of a book collection can be measured only by its actual content in relation to its prescribed function.

Proper book selection for college libraries requires intelligent cooperation of the administrator, the faculty members and the librarian. The administrator must see that

¹William Madison Randall, Principles of College Library Administration. 2d ed., Chicago: American Library Association, 1941.

enough funds are provided for the purchase of an adequate number of books. The librarian should make clear to faculty members the importance of their aid in book selection and should welcome their recommendations.¹

The Miles College faculty is very cooperative with the Library. The department heads are issued order cards and they in turn give them to their respective faculty members. The cards for books are filled out and returned to the head librarian to be checked and ordered.

The Library does not have a materials budget so the librarian submits an order list to the President once a year and these are purchased as funds are available. A part of the total book fund is used for reference books, newspapers and periodicals.

Planning for the systematic rounding out of the collection is hazy and indefinite because the final selection of materials is in the hands of the President. There is, however, some consultation between the President and the Librarian as to what materials are most urgently needed.

According to the American Library Association standards, the Erskine Ramsay Library should have a minimum of 50 books for each unit of the first 800 units of its service load, 25 books for each unit of the next 700 units and 15

¹Ibid., p. 85.

books for each unit thereafter.¹ According to this the Erskine Ramsay Library should have at least 51,000 books, but it has only 12,587 or 25 per cent of this number. Table 2 shows a steady growth of the Library's book collection over the past five years. Records before this date were not available.

TABLE 2

ACCESSIONS OVER A PERIOD OF FIVE
YEARS, 1949-1954

School Year	Number of Volumes Added
1949-1950	340
1950-1951	850
1951-1952	998
1952-1953	3,982
1953-1954	2,848

During the 1949-1950 school year the Library had only 4,200 books in its entire collection and five years later the collection had more than tripled in size. The relatively extensive purchasing done in the past two years was stimulated by a desire on the part of the administration to meet the standards of the Southern Association of Colleges and Secondary Schools. Weeding of little used and out-dated

¹American Library Association, Classification and Pay Plans for Libraries in Institutions of Higher Education; Degree-conferring Four-year Institutions, op. cit.

materials has reduced the overall total of books added each year.

The figures in Table 3 indicate that 30.6 per cent of the total book collection consists of books in social science and education, 26 per cent history, geography and biography, 11.8 per cent are books on literature, 5.7 per cent useful arts, 4.2 per cent science, 4.4 per cent fiction, 3.4 per cent fine art, 3.4 per cent general works, 3.1 per cent each for bound periodicals and religion, 2.5 per cent philosophy and psychology and 1.8 per cent are in philology.

Miles College is a teacher-training institution and it is to be expected that the Library's holdings in the field of education would be heavy, however, the proportion of books in this field tends to be out of balance as compared with the holdings in other fields.

An analysis of five broad subject fields was made of titles as to their recency of publication. These areas are social science and education, science, useful arts, history, geography, travel, biography and fiction.

Table 4 shows the titles held by the Erskine Ramsay Library in these seven subject areas published before 1900 through 1950. Two-hundred-thirty-four or 4.3 per of these titles are dated before 1900, 260 or 5.3 per cent were dated from 1900 to 1909, 306 or 6.1 per cent from 1910 to 1919, 397 or 7.9 per cent from 1920 to 1929, 833 or 16.6 per cent from 1930 to 1939, 2,327 or 45.9 per cent from 1940 to 1949, and 704 or 13.9 per cent from 1950.

TABLE 3

NUMBER AND PROPORTION OF TITLES HELD BY THE ERSKINE
RAMSAY LIBRARY ACCORDING TO THE DEWEY DECIMAL
CLASSIFICATION, 1952-1954

Classes	Number of Titles Held 1952-1953	Per cent of Total Collection	Number of Titles Held 1953-1954	Per cent of Total Collection
General Works	427	4.2	441	3.4
Philosophy and Psychology	311	3.0	320	2.5
Religion	373	3.7	389	3.1
Social Science and Education	2,879	28.4	3,973	30.6
Philology	213	2.1	231	1.8
Science	547	5.4	550	4.2
Useful Arts	749	7.4	764	5.7
Fine Arts	386	3.9	396	3.4
Literature	1,165	11.5	1,537	11.8
History, Geog- raphy and Biography	2,241	22.2	3,385	26.0
Fiction	567	5.5	580	4.4
Bound Periodi- cals	272	2.7	412	3.1
Total	10,130	100.	12,978	100.

TABLE 4

RECENCY OF TITLES HELD BY THE ERSKINE RAMSAY LIBRARY IN SEVEN SUBJECT
AREAS, BEFORE 1900 AND THROUGH 1950

Subjects	Before 1900		1900-1909		1910-1919		1920-1929		1930-1939		1940-1949		1950-		Total	
	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent	Number	Per cent	Number	
Social Science and Education	22	9.4	44	16.9	60	19.6	80	20.2	260	31.2	1,629	70.	300	42.6	2,395	47.4
Science	15	6.4	18	6.9	24	7.8	41	10.3	104	12.5	200	8.6	108	15.3	510	10.0
Useful Arts	25	10.7	35	13.5	10	13.2	50	12.5	180	21.6	160	6.8	150	21.3	640	12.7
History																
Geography																
Travel and Biography	122	52.2	115	44.3	109	35.6	129	32.5	139	16.7	286	12.3	116	16.5	1,016	20.0
Fiction	50	21.3	48	18.4	73	23.8	97	24.5	150	18.0	52	2.3	30	4.3	500	9.9
Total	234	100.0	260	100.0	306	100.0	397	100.0	833	100.0	2,327	100.0	704	100.0	5,061	100.0
Percentage of Total Collection	...	4.3	...	5.3	...	6.1	...	7.9	...	16.6	...	45.9	...	13.9	...	100.0

Table 4 further shows that there were 234 titles in these areas dated before 1900 of which 122 or 52.2 per cent are in history, geography, travel and biography, 50 or 21.3 per cent are fiction, 25 or 10.7 per cent are useful arts, 22 or 9.4 per cent are social science and 15 or 6.4 per cent are science. Of the 260 titles dated between 1900 and 1909, 115 or 44.3 per cent are titles in history, geography, travel and biography, 48 or 18.4 per cent fiction, 44 or 16.9 per cent social science, 35 or 13.5 per cent useful arts, and 18 or 6.9 per cent are science. Of the 306 titles dated between 1910 and 1919, 109 or 35.6 per cent are titles in history, geography, travel and biography, 73 or 23.8 per cent are fiction, 60 or 19.6 per cent social science and education, 40 or 13.2 per cent useful arts and 24 or 7.8 per cent are science titles. Of the 397 titles dated between 1920 and 1929, 129 or 32.5 per cent are in history, geography, travel and biography, 97 or 24.5 per cent fiction, 80 or 20.2 per cent social science and education, 50 or 12.5 per cent useful arts and 41 or 10.3 per cent are titles in science. Of the 833 titles in these areas dated between 1930 and 1939, 260 or 31.2 per cent are in social science and education, 180 or 21.6 per cent useful arts, 150 or 18.0 per cent are fiction, 139 or 16.7 per cent history, geography, travel, and biography and 104 or 12.5 per cent are science. Of the 2,327 titles dated between 1940 and 1949, 1,629 or 70 per cent are in social science and education, 286 or 12.3 per cent are titles in history, geography, travel and biography, 200 or 8.6 per cent

in science, 160 or 6.8 per cent useful arts, and 52 or 2.3 per cent are titles in fiction. Of the 704 titles dated between 1950 to-date 300 are titles in social science and education, 150 or 21.3 per cent useful arts, 116 or 16.5 per cent history, geography, travel and biography, 108 or 15.3 per cent science and 30 or 4.3 per cent are titles in fiction.

These figures indicate that the science and fiction classes have fewer recent titles. Because of the new and rapid developments in science, there is a need for the library to keep the science collection up-to-date. Many of the old titles in fiction are classics which should be in every library; however, there is also a need for additional up-to-date fiction titles.

Reference Collection

Dictionaries, encyclopedias, guide books, atlases, bibliographies, yearbooks and indexes are on open shelves in the reference room of the Erskine Ramsay Library. Some encyclopedias and other valuable reference books are shelved in the librarian's office and are secured by making out and presenting a call slip to the circulation attendant. No reference book circulates outside the Library. Some reference books are shelved with the general collection which is located to the rear of the circulation desk.

Table 5 indicates the number of titles listed in checklists of reference books and the number and percentage of such titles held by the Library. By checking the Southern

TABLE 5

A COMPARISON OF REFERENCE TITLES LISTED IN CHECKLIST
WITH THOSE HELD BY THE ERSKINE RAMSAY LIBRARY

Checklists	Number of Titles Listed	Number of Titles Held by Library	Percentage of Title in Checklist Held by Library
<u>Southern Association Classified List of Reference Books and Periodicals</u>			
General	192	101	52.6
Biological Science	183	81	44.2
Humanities	356	110	30.8
Physical Science	217	108	49.7
Social Science	321	127	39.5
Total	1,262	527	41.8
<u>"Cheney's Classified List of Recent Reference Books 1949-1951"</u>			
General	81	32	39.5
Biological Science	51	12	23.5
Humanities	266	69	25.9
Physical Science	42	11	26.4
Social Science	168	72	44.0
Total	606	196	32.3
<u>Library Score Card</u>	26	18	69.2

Association's Classified List of Reference Books and Periodicals,¹ which was published in 1947, against the Library's holdings, it was found that it had 527 or 41.8 per cent of the 1,262 titles listed. The Library has 101 or 52.6 per cent of the 192 titles listed under general reference books, 81 or 44.2 per cent of 183 biological titles, 110 or 30.8 per cent of the 217 titles in physical science and 127 or 39.5 per cent of the 321 reference books listed under social science.

"Cheney's Classified List of Reference Books" 1949 through 1951 included 606 titles of which the Library has 196 or 32.3 per cent. Of the 79 titles listed under general reference, the Library has 32 or 40.5 per cent, and in biological science 12 or 23.5 per cent of the 51 titles listed. Of the 266 listed in the humanities, the Library has 69 or 25.9 per cent, in physical science 11 or 26.4 per cent of the 42 listed, and of the 168 listed for social science, the Library had 72 or 44 per cent.

The American Library Association Score Card includes 26 reference and bibliography titles of which the Erskine Ramsay Library has 18 or 69.2 per cent.

The percentage of books held by the Erskine Ramsay Library is considerably less than the 50 per cent recommended.

¹Southern Association of Colleges and Secondary Schools. Commission of Institutions of Higher Education, The Classified List of Reference Books and Periodicals for College Libraries, op. cit.

This shows that the Library's book collection is less than adequate.

Table 6 shows the Library's general reference collection as compared with the Southern Association List. The Table reveals that the Library has 36 per cent of the titles recommended by the list. Its collection is shown to be strongest in dictionaries and encyclopedias, biography and book selection. Its collection is weakest in printing and publishing and bibliography.

Table 7 which compares the Library's holdings with the Frances Cheney List shows the collection is strongest in general reference, dictionaries and encyclopedias and book selection and weak in audio-visual aids, printing and publishing. It points up the need for more materials in all areas and especially in audio-visual aids, and bibliography.

Periodicals

Periodicals serve a vital purpose in the college library. They are of value to students doing collateral reading for course assignments, for general recreational reading, and for students and faculty who are engaged in research.

Periodicals are shelved in the periodical room of the Erskine Ramsay Library. Some of the more popular ones are shelved under the circulation desk. Only current issues may be checked out for overnight use, and must be returned by 9:30 the following morning. There are 440 bound periodicals which represent 139 titles. One-hundred-eighty-three

TABLE 6

A COMPARISON OF GENERAL REFERENCE BOOKS BY TYPE HELD
BY THE ERSKINE RAMSAY LIBRARY WITH THE GENERAL
REFERENCE BOOKS ON THE SOUTHERN ASSOCIATION
LIST

Types of General Reference Books	Number Titles on Southern Association List	Number Held by Library	Per Cent in Library
Atlases	8	4	50
Bibliography	30	4	13
Biography	24	15	63
Book Selection	17	10	59
Dictionary and Encyclopedias	31	21	68
Indexes and Directories	21	8	38
Library Science	26	5	19
Printing and Publishing	12	0	0
Public Documents	23	3	13
Total	192	70	36

TABLE 7

A COMPARISON OF GENERAL REFERENCE BOOKS BY TYPES HELD
BY ERSKINE RAMSAY LIBRARY WITH GENERAL REFERENCE
BOOKS ON CHENEY LIST

Types of General Reference Books	Number of Titles on Cheney List	Number Titles Held by Library	Per cent of Titles in Library
Atlases	8	4	50
Audio-Visual Aids	5	0	0
Bibliography	3	2	66
Biography	12	4	33
Book Selection	7	5	71
Dictionary and Encyclopedias	9	7	77
General	3	3	100
Handbooks	1	1	100
Indexes and Directories	4	2	50
Library Science	7	5	71
Printing and Publishing	10	0	0
Public Documents	10	3	30
Yearbooks	2	2	100
Total	81	38	46

periodicals and 12 newspapers are received by subscription and 22 as gifts. The periodical holdings were compared with the Classified List of Reference Books and Periodicals for College Libraries.¹ Table 8 shows the number of periodicals recommended in each subject field by Southern Association's List and the number held by the Erskine Ramsay Library. This distribution of periodicals held by the Library shows the collection to be the largest in general periodicals and education, and smallest in philosophy. Of the 43 general periodicals listed by Southern Association the Library has 37, of the 35 listed in education the Library has 30, of the 18 listed in business administration the Library has 15, of the 16 in home economics the Library has 10, of the 10 listed in science the Library has seven and of the 10 listed in mathematics the Library has six. This group compares favorably with those listed by Southern Association but in other areas the comparison is not so good. Of the 38 listed by Southern Association in sociology and anthropology, the Library has nine, of the 29 listed in biology the Library has three, of the 15 listed in political science the Library has five and of the eight listed in geography the Library has two and of the seven listed in geography the Library has two and of the seven listed in philosophy, the Library has only one.

Table 9 shows a comparison of periodicals held by the

¹Southern Association of Colleges and Secondary Schools, op. cit.

TABLE 8

DISTRIBUTION OF THE PERIODICALS HELD BY THE ERSKINE RAMSAY
LIBRARY AS COMPARED WITH THAT OF THE SOUTHERN
ASSOCIATION LIST

Subject	Number on Southern Association List	Number Held by College
Astronomy	6	0
Biology	29	3
Book Reviews	16	13
Business		
Administration	18	15
Chemistry	18	4
Classics	7	3
Economics	15	7
Education	35	30
English	20	8
Fine Arts	13	5
General	43	37
Geography	8	2
Geology	9	2
German	8	0
History	16	5
Home Economics	16	10
Indexes	19	5
Library Science	10	6
Mathematics	10	6
Music	6	2
Philosophy	7	1
Physical Education		
and Hygiene	9	4
Political Science	15	5
Psychology	14	4
Religion	20	8
Romance Languages	7	2
Science	10	7
Sociology and Anthropology	38	9
Total	442	183

Erskine Ramsay Library with the Classified List and Library Score Card. Of the 442 periodicals on the Classified List, the Library subscribes to 183 or 41.4 per cent, and of the 40 on the Library Score Card, the Library subscribes to 25 or 62.5 per cent of the recommended periodicals.

TABLE 9

COMPARISON OF TITLES HELD BY THE ERSKINE RAMSAY
LIBRARY WITH THE CLASSIFIED LIST AND
THE LIBRARY SCORE CARD

Checklists	Number of Titles Listed in Checklists	Number of Titles Held By Library	Percentage of Titles in Library
<u>Classified List of Books and Periodicals</u>	442	183	41.4
Library Score Card List	40	25	62.5

A comparison of the Library's periodicals holdings with the Southern Association Classified List in Table 9 shows that the Library subscribes to 41 per cent or 183 of the 442 periodicals on the list. The periodical collection as well as the book collection is heavy in education and general works. The Library subscribes to 30 out of 35 , or 85 per cent of the education periodicals recommended on the Southern Association List. This is to be expected as Miles College is a teacher-training institution.

Government Documents

Minimum deposits of one-hundred dollars are made annually with the United States Superintendent of Documents, for the purchase of government publications. Requisitions for these materials are approved by the President, after which all orders for government documents are sent directly from the Library. Useful types of government publications such as census reports and yearbooks are found in the Library at Miles College. Among the important Federal Government publications found in the Library are: The Official Congressional Record, The United States Manual, The United States Code and The Monthly Catalog of the United States Government Publications. These are classified and placed in the reference collection. No actual count was made of these materials but they are limited. Non-book publications are placed in the vertical file or in pamphlet boxes and labeled. County, state and local documents are handled in the same way. Most of the documents are in the area of business, science and political science.

Pamphlets and Audio-Visual Materials

Pamphlets and clippings are filed in the vertical file which is located in the Librarian's office, and arranged alphabetically according to subject. Audio-visual materials for the most part are not kept in the Library. These materials are housed in the English Department. A few small maps are found in the Library and the music collection is

kept in the Music Department, except some reference material which is shelved with the general collection. The materials are limited and no definite cataloging or classification scheme has been worked out for the material not housed in the Library. The librarian says, "There are some film strips and slides on various phases of education but these are kept in the English Department. Except for general reference tools, the Library is not responsible for music and audio-visual materials.

Summary

The Library's collection has been built up to a total of 12,578 books, but according to the American Library Association standards for a library of its class, it should have at least 51,000 books. The collection of 12,578 books serves a faculty of 41 and a student body of 724. The materials possessed by the Library are well chosen and well arranged, but according to American Library Association Standards and the Southern Association of Colleges and Secondary Schools the Library does not have a satisfactorily quantitative collection for study and research. Much progress has been made, however, as accessions over a period of five years show 4,200 books in the collection in 1949 and five years later the collection had more than tripled in size.

Recency of titles held by the Library in seven subject areas shows that of the 5,061 titles in these areas, 59.8 per cent were dated since 1940 and 40.2 per cent prior to 1940.

The science and fiction classes have fewer recent titles.

The total percentage of reference books held by the Library is less than 50 per cent of standard titles recommended. This fact is recognized by the librarian as her annual report indicates the need for a fixed appropriation for library books and materials.

One-hundred-eighty-three periodicals and 12 newspapers are received by subscription and 22 as gifts. The periodical and book collection is heavy in education and business administration but relatively weak in other subject areas. A deposit is made annually with the United States Superintendent of Documents for the purchase of government publications.

A comparison of periodicals held by the Library with the Southern Association List and Library Score Card reveals that of the 442 periodicals on the Southern Association Classified List, the Library subscribes to 183 or 41.4 per cent, and of the 40 on the Library Score Card, the Library subscribes to 25 or 62.5 per cent of them. Periodicals held by the Library shows the collection to be the largest in general periodicals and education, and smallest in philosophy. Of the 43 general periodicals listed by Southern Association the Library has 30, of the 18 listed in business administration the Library has 15, of the 16 in home economics the Library has 10, of the 10 listed in science the Library has six. This group compares favorably with those listed by Southern Association but in other areas the comparison is not so good.

Pamphlets are arranged alphabetically according to subject and filed in boxes and in the vertical file. Audio-visual materials for the most part are not kept in the Library. There are film strips and slides on various phases of education but these are kept in the English Department. A few small maps and some music material is found in the Library, but except for general reference tools the Library is not responsible for music and audio-visual materials.

CHAPTER IV

USE OF LIBRARY

General Use of the Library

As named products are sold to the public through radio, television, and periodicals, so must our libraries be sold to the instructors, students and citizens to insure a wide and varied use of its services. For the value of a book collection, large or small, is determined by the use that is made of it.¹ According to Lyle² there are no simple tests which can be employed to determine to what extent library materials are used. This is partly because one can work only with the recorded circulation, and in every library there is a large and varying amount of use which is never recorded. Circulation data tell nothing of how many books lent were returned unread, nor how many students may have read a given book while it was charged to one student. However, when two-week circulation is recorded over a number of years, and is high and shows a normal increase, it is a good indication of the use of the library by students for such purposes as preparing term papers, study, and general reading, and of the

¹Randall, op. cit., p. 224.

²Lyle, op. cit., p. 596.

use which the faculty is making of the library in its teaching work.

Dr. Branscomb, from evidence studied of college library use, points out that the average student draws from the general collection of his college library about 12 books per year, and borrows, in addition, from 50 to 60 books per year from the reserve collection.¹

Table 10 presents the Library's circulation figures over a two-year period. These figures show a general increase in 1953-1954, over the 1952-1953 school year. They also show that 14 books were borrowed per student in year 1953-1954 as contrasted to eight the preceeding year. The reserve collection figures show that an average of 26 books were borrowed by students, and faculty members withdrew an average of 25 books (7-day and reserve books) per year. The average number of books in the general collection borrowed by students compare favorably with those given by Branscomb. The reserve collection figures do not compare so well. Branscomb states that the student will draw an average of from 50 to 60 reserve books per year, and the figures in Table 11 show that an average of 26 reserved books per year were withdrawn by Miles College students.

During the 1952-1953 school year the total circulation

¹Branscomb, Harvie Bennett, Teaching with Books. Chicago: American Library Association, 1940, p. 220.

was slightly more than 20,000 and for the year 1953-1954, it was almost 29,000 or 41.8 per cent more (see Table 11).

TABLE 10

CIRCULATION, ERSKINE RAMSAY LIBRARY 1952-1954

Year	Students				Faculty	
	7-Day Books	Average per Person	Reserve Books	Average per Person	7-Day and Reserve Books	Average per Person
1952-1953	5,792	8	14,515	20	820	20
1953-1954	10,136	14	18,659	26	1,025	25

The circulation records summarized in Table 11 indicate that more books circulated for library use than for home use for the year 1953-1954. The total number circulated for library use was 17,987 or 60 per cent more than circulated for home use.

TABLE 11

NUMBER OF BOOKS CIRCULATED DURING TWO SCHOOL YEARS

Circulation	1952-1953	1953-1954
Library Use	14,386	17,987
Home Use	5,921	10,808
Total	20,307	28,795

A study of the circulation reports of non-fiction by classes, (see Table 12) shows that social sciences led the other groups; general works came second and literature third, with fiction, pamphlets and religion falling at the bottom. It is of interest to note the low fiction circulation. According to information received from interviews with students, the fiction collection does not include enough recently published titles. For home use, social sciences led the other groups with literature second and history third. Pamphlets are again at the bottom followed by general works and religion.

Inter-library Loans

The policy of the Library in making requests for loans from other libraries is consistent with its policy in lending to other libraries. Materials not in the Library but needed for reference and research purposes are borrowed through inter-library loan. There were 15 books and two films borrowed during the 1953-1954 school year. Ten of these were borrowed from the Birmingham Southern College. These were for the benefit of instructors and former students. Five books were sent out from the Library on inter-library loan to Birmingham Southern College.

Instruction in the Use of the Library

There seems to be general agreement, especially among librarians, that students should be given some instruction in the use of the library. There are, however, wide differences

TABLE 12

CIRCULATION OF BOOKS BY SUBJECT, 1953-1954

Subject Fields	Library Use		Home Use		Total	Per cent
	Total	Per cent	Total	Per cent		
General Works	2,615	14.5	115	1.0	2,730	9.6
Philosophy	583	3.2	395	3.7	978	3.5
Religion	274	1.5	198	1.9	472	1.7
Social Sciences	4,101	22.7	2,684	24.8	6,785	23.7
Philology	577	3.2	322	2.9	899	3.2
Pure Sciences	1,069	5.8	928	8.5	1,997	6.9
Applied Sciences	1,479	8.7	1,013	9.4	2,492	8.6
Fine Arts	905	5.0	524	4.9	1,429	5.0
Literature	2,268	12.6	1,789	16.6	4,057	14.1
History	1,688	9.4	1,139	10.6	2,827	9.9
Biography	500	2.7	286	2.6	786	2.8
Periodicals	1,683	9.4	952	8.8	2,635	9.3
Pamphlets	72	0.4	44	0.4	116	0.5
Fiction	173	0.9	419	3.9	592	0.2
Total	17,987		10,808	100.0	28,795	100.0

of opinion on the manner and method of giving the instruction.¹

During orientation week at Miles College, the Librarian lectures to the freshman orientation classes, explaining the contents of the Library. The lecture is followed by group tours in which these classes are shown all of the rooms in the Library, given a brief explanation of the Library's rules and regulations, and an explanation regarding the use of the card catalog, the Readers' Guide to Periodical Literature and other indexes. Posters and exhibits are also used in connection with the instruction during the Library tours. The professional staff assists the Librarian with the tours. These tours are followed by a short test made by the Librarian and administered by the Counselor of Women and orientation. Students are later given the results of this test. Further instruction to individual students is given if a need is indicated. This instruction is given as part of freshman English courses.

Summary

The book stock may be considered limited according to the size of the student body, but 7-day circulation figures compare favorably with studies made by Branscomb on the number of books borrowed per year by college students.

During the 1952-1953 school year the total circulation was a little more than 20,000 and for the year 1953-1954 it

¹Lyle, op. cit., p. 211.

was almost 29,000 or 48.8 per cent more.

Circulation reports of non-fiction by classes show that social science led the other groups, general works second, with fiction, pamphlets and religion falling at the bottom.

Materials not in the Library but needed for reference and research purposes are borrowed through inter-library loan.

There is evidence that efforts are being made to make students more aware of the possibilities of the Library for study and research. This is seen in exhibits and Newsletters. Students are also taught how to use the Library and its resources.

CHAPTER V

SUMMARY AND RECOMMENDATIONS

The survey method has been accepted as one of the best ways of evaluating library procedures and services. It is the purpose of this survey to collect, analyze and interpret facts concerning the organization, services and resources of the Erskine Ramsay Library of Miles College, and to compare each with recognized standards.

Miles College is a four-year co-educational institution operated under the auspices of the Colored Methodist Episcopal Church.

The Erskine Ramsay Library of Miles College is a functional unit of the College, using all means possible to carry out the philosophy and objectives of the College. It serves as a workshop in the interest of all phases of the curriculum.

In the 49 years since the establishment of the College, it has grown large enough for its Library to rank as a Class 3 library when measured by the American Library Association's standards.

The staff consists of two professionally trained librarians, a clerical assistant and six student assistants.

There are seven instructors on the Faculty-Library-Committee. These are appointed by the President for a

one-year period and serve in an advisory capacity to the Librarian.

A student library club was organized in December 1952. The club was first organized as a "selective organization" for those interested in books and library science, and to encourage the students to use the library with ease. The major objectives of the club are: (1) to deepen the students' appreciation of the college library (2) to gain a wider perspective of the universe through the use of the library, (3) to stimulate an interest in the field of library science as a profession. The activities of the club are varied and are designed to appeal to the interests of all members and non-members of the organization. These activities include "book reviews," moving pictures, visits to other libraries and museums and socials.

The Dewey Decimal Classification Scheme is used for the classification of books, the periodicals are not classified.

The Library is located so as to be easily accessible to students and faculty. Reading rooms and seating arrangements are sufficient for the present enrollment. The building is reported to be warm in winter and cool in summer and is equipped with adequate rest room facilities and a janitor's closet with running water. There is enough room in the stacks for approximately 5,000 more books, but if the book collection is brought up to recommended standards there will be need for

additional stacks and periodical racks. The Librarian, and Assistant Librarian's office and work room are conveniently located in relation to the main reading room. The furniture is modern and up-to-date, but the lighting throughout the Library is poor. The Library is open for 40 hours per week from 8:00 A.M. to 4:30 P.M.

The budget is subject to further thought and inquiry as the exact amount of money allocated to the Library is not known by the librarian.

Circulation statistics and other necessary records are kept, publicity is given through the Newsletter, local newspapers and through the College's weekly calendar and yearbook.

The Library's collection has been built up to a total of 12,578 books, 183 periodical subscriptions and 12 newspapers subscriptions. The collection serves a faculty of 41 and a student body of 724. A comparison of the Library holdings with standards set up by Southern Association and American Library Association reveals that the Library does not have a satisfactory quantitative collection for study and research. The Library's book and periodical collection is heavy in education and business administration, but relatively weak in other subject areas. The quality of materials in the general book collection when evaluated for recency shows that 59.8 per cent of the 5,061 titles in seven subject areas, are dated since 1940 and 40.2 per cent dated prior to 1940. The total percentage of reference books held by the Library is

less than 50 per cent of standard titles recommended. This indicates that the Library's book collection is not adequate.

An examination of book funds spent during the past three years reveals that more money has been available during the last school year as compared to the two preceeding years.

The Library's acquisitions program is not as effective as it could be because of the indefiniteness of the budget has proven a somewhat negative factor in the effectiveness of this program.

The book stock may be considered limited according to the size of the student body, but circulation figures for home use compare favorably with studies made by Branscomb on the number of books borrowed per year by college students.

There is evidence that efforts are being made to make students more aware of the possibilities of the Library for study and research. This is being done through planned exhibits, the Newsletter and teaching students the proper use of library and its resources.

On the basis of data presented, the following recommendations are made:

Recommendations

All recommendations are submitted for the purpose of modernizing and improving the services, the operation and working conditions at the Erskine Ramsay Library. It is with this in mind that the writer hopes that the recommendations made will be considered.

1. That the Library's book collection be built up to the minimum standard specified by the American Library Association, or to not less than 50,000 volumes, and that special attention be given to:
 - (a) Strengthening of the collection in all subject areas in which the College offers courses leading to a major especially in science and elementary education.
 - (b) Strengthening of the fiction collection with more recent titles.
2. That a budget be made and followed; that it be planned by the Librarian and the President of the College, and accurate and up-to-date records be kept by the Librarian of budget allocations, income, expenditures and balances so that any faculty member might know at any time how much of the amount allotted to his department has been spent and how much is still available.
3. That the Library plan an acquisitions program covering a ten-year period, during which time the Library's book collection will be increased at the rate of 5,000 volumes per year.
4. That the number of professionally trained staff members be increased to meet the minimum standards set by the American Library Association for a Class 3 library.
5. That the salaries of each staff member be increased to meet the minimum salaries recommended by the American Library Association.
6. That table lights be installed in the Library.
7. That in the building program being planned a Library be built large enough to provide for browsing rooms or special facilities for group work of students and faculty members.
8. That a telephone be put in the Library.
9. That periodicals be bound when sets are completed.

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